



Arizona State Agency Template Agency Template Overview

Version 1.0

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Project Standards

1 Overview

1.1 PROJECT SUMMARY

GITA has requested NIC-Arizona (AZ.gov) to develop a program which provides all Arizona State Government groups including Agencies, Boards, Commissions, Committees, Departments, Funds, and State Offices with an Agency Web Template that is consistent with look, layout, and functionality of the newly designed and approved Official State Web Portal Site. Along with the new Agency Web Template, the program will provide a means for agencies to migrate to the new template, create a new site, and/or update content on their sites through downloadable code packages and an approved Content Management System (CMS).

1.2 PROJECT OBJECTIVES

- Deliver to agencies a consistent and highly stable template that consists of the most modern and up-to-date Web technology and exceeds modern accessibility and usability standards.
- Deliver a template that passes the following criteria
 - Pass XHTML 1.0 Transition testing
 - Function and display consistently in all modern browsers and operating systems including:
 - Windows XP and Vista Operating System
 - Mac OS 10
 - Internet Explorer 6, 7 and 8 (beta) - Windows
 - Firefox 2.8 and above - Windows and Mac
 - Safari - Windows and Mac
- With upcoming Web technology (CSS 3, Ajax 2), browser upgrades (Firefox 4, Internet Explorer 8), and system upgrades (Windows 8) near release, as well as small browser patches and updates being deployed almost monthly, it is important to be able to update agency sites so that any problems that need to be fixed attributed to these updates can be implemented in a quick and efficient manner across Arizona State government. In order to do this AZ.gov will create a file structure system so that future updates, fixes, or changes to the Agency Template can be completed effortlessly by changing one file, the Global CSS file. Changes will reflect instantly across all sites.

With this structure in place any further site renovations such as, a new menu system, new navigation, increased search functionality and prominence, or even an entire new site look and layout can be implemented across all Arizona agencies. The agencies will not have to recreate their sites or move content over to a new template.

- Through the new template, provide users access to agency Web sites via mobile technology and other various media in addition to conventional resources.

The Agency Web Template will be offered to the Arizona State Government groups in three selectable packages that may be used to update current site to fit the new consistency standards.

These Packages Include:

1. Banner HTML Transfer Package (Option 1, A and B)
2. Entire Layout HTML, Custom CSS, Global Template, and Global CSS Package. (Option 2)
3. AZ.gov Administered Page Layout and Creation with Agency Access to Layout HTML and Custom CSS files. (Option 3)

2 Migration Packages

2.1 OPTION 01 - BANNER HTML TRANSFER PACKAGE

Available: Late October – Early November 2008

AZ.gov will prepare a small banner consisting of new images and layout consistent with the new Agency Template. This package is developed using the current AZ Agency Template as a model. Any agency that has not used the current AZ Agency Template to construct their site may have some difficulty integrating the banner into their site.

- Banner must remain 100% expandable in order to remain consistent with other agencies and overall standards.
- Overall banner height must be set at 8.5 em or 136 pixels. This banner is broken into 4 sections. (See Sections and Configurable Regions Diagram on following page)
 - Section 1 Help Menu: Height = 19px, Width = 100%, Color= #DDC79F
 - Section 2 Top Level Navigation: Height = 21px, Width = 100%, Color= #333333
 - Section 3 Agency Branding: Height = 75px, Width = 100%, Color= Based on template scheme choice.
 - Section 4 Search Bar: Height = 21px, Width =100%, Color= #333333
- Agency logo and text associated with logo, such as an agency acronym, must remain in designated section on the left side of banner.
- Agencies should write out full agency name, preferably in an HTML text format, in the middle section of banner. Font used must be Arial. Colors for font must be chosen from colors available on chosen template color scheme. In addition to this agencies may choose black, white, or tints of black for the font color. Font size may be changed if agency has a larger than average name so that it fits within specified boundaries. Optionally, agencies may choose to incorporate images in the middle section and/or write out the full agency name on the left side of the banner.
- AZ.gov logo must remain in specified area on right side of banner and remain untouched or altered for any reason unless approved by GITA.

Experience level recommended to use this package: **Basic to Intermediate**

Support will include:

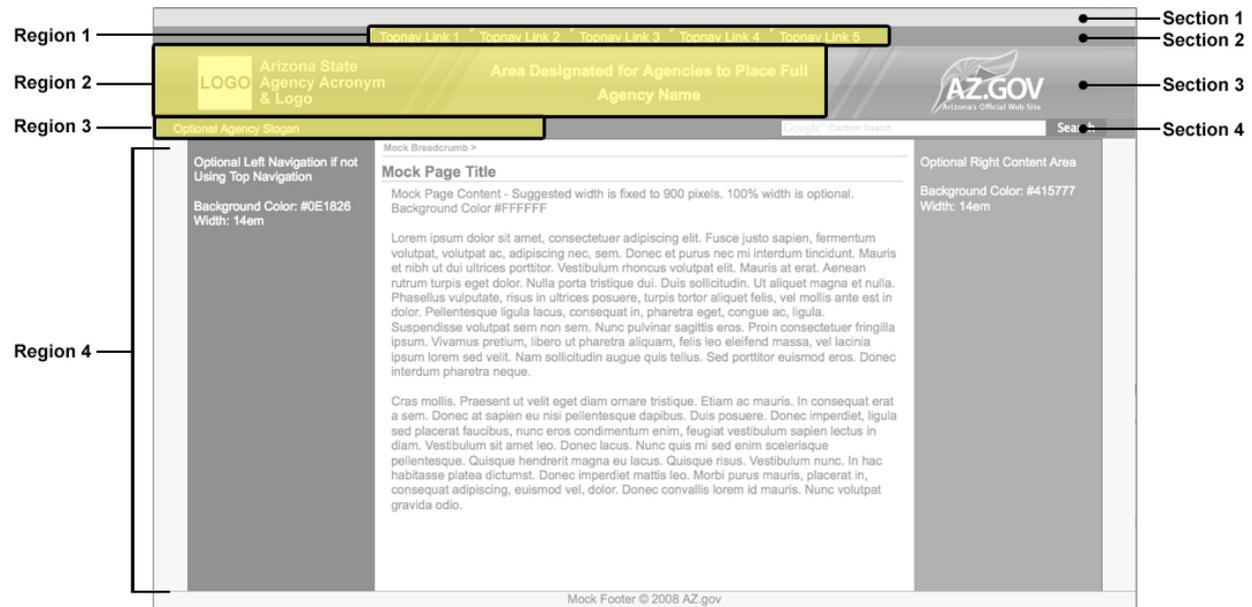
- Delivery of entire banner package via the GITA Web site (www.azgita.gov). This package will include all essential files for the banner.
- 10 pre-made approved color template banners to choose from.
- Limited assistance with customizing banners and images.

Support will not include:

- ▶ Fixing code in which the agency has altered the naming attributes for CSS and HTML relation. If this is case, the user will be required to download the original code from the GITA Web site and begin reintegrating it into their site.
- ▶ Any drastic change to the HTML code other than renaming links or images. If this is case, the user will be required to download the original code from the GITA Web site and begin reintegrating it into their site.

2.2 OPTION 1 – CONFIGURABLE REGIONS

Sections and Configurable Regions Diagram



2.3 CONFIGURABLE REGION 1: OPTIONAL TOP NAVIGATION

Although not required, GITA suggests that agencies move their navigation from the left to the provided top level with drop down sub menu style navigation. AZ.gov has made this easy by providing an HTML/CSS based top level code snippet that agencies may use to complete this alteration. The HTML code for this menu is a basic HTML list with the layout and style driven by CSS.

2.3.1 Details for Top Level Navigation

Depending on the character length of individual links, agencies are limited to a maximum of seven top level links. Agencies may designate a maximum of twelve links to appear in the submenu section that will display when a user rolls their mouse over the top level links. The width of these submenu links is limited to 24 characters.

Depending on their current site map some agencies may require assistance consolidating current Web site’s mapping structure so that access to entire site’s content can be accessible through the top navigation section.

2.4 CONFIGURABLE REGION 2: AGENCY LOGO AND NAME BANNER

Agencies will be given a Photoshop file that they can use to update the default banner with their own logo and Agency name.

2.5 CONFIGURABLE REGION 3: AGENCY MOTTO OR SLOGAN

Optional space is provided for an agency to place their slogan. Right portion is reserved for search functionality.

2.6 CONFIGURABLE REGION 4: CONTENT AREA

Agency may keep their original content from their current site but must change the color scheme so that it matches their new color palette. Package is set to a default fixed width of 1024 pixels but may be changed to 100% expandable width.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Easy to integrate into current site if agency used the previous GITA approved agency template. • If agency already has a CMS system in place they may continue using this. 	<ul style="list-style-type: none"> • No CMS tool provided. • Agency will not have access to system wide upgrades. • Agency may have difficulty implementing new features.

2.7 OPTION 02 - ENTIRE LAYOUT HTML, CUSTOM CSS, GLOBAL TEMPLATE, AND GLOBAL CSS PACKAGE

Available: Beta Release Late October; Final Release January, 2009

AZ.gov will provide the agency with the entire package including HTML code, CSS files, images, PSD files, and JavaScript files.

Experience level recommended to use this package: **Expert**

Support will include:

- Delivery of code via the AZ GITA Web site.
- 10 pre-made approved color templates to choose from.
- Limited assistance with customizing banners and images.

Support will not include:

- ▶ Fixing code in which the user has altered the naming attributes for CSS and HTML relation. If this is case, the user will be required to download the original code from the GITA Web site and begin reintegrating it into their site.
- ▶ Any drastic change to the HTML code other than renaming links or images. If this is case, the user will be required to download the original code from the GITA Web site and begin reintegrating it into their site.

Advantages	Disadvantages
<ul style="list-style-type: none"> • If agency already has a staff that is highly fluent with HTML, CSS, and Photoshop this should be an easy migration. • If agency already has a CMS system in place they may continue using this. 	<ul style="list-style-type: none"> • No CMS tool provided • If agency changes template structure, agency will not have access to system wide upgrades. • Agency will need to manually integrate their CMS so that it works with new template. • Agency may not have access to new features. This is dependent on how consistent agency maintains the code provided by AZ.gov to the original deliverable. • Other than a standards manual and essential files, agencies will not receive support upgrading site. • Agency will need to manually migrate all their content over from their current site into the new template. • More complex and time consuming than Option 1.

2.8 OPTION 03 - AZ.GOV ADMINISTERED PAGE LAYOUT AND CREATION WITH AGENCY CONTENT MANAGEMENT SYSTEM ACCESS TO LAYOUT HTML AND CUSTOM CSS FILES

Available: January 2009

The staff of AZ.gov and GITA will set up the agency’s site template including banner images and editable regions. AZ.gov staff and GITA will also integrate CMS tool so that agencies can migrate and update their sites.

Experience level recommended to use this package: **Novice to Expert**

Support will include:

- AZ.gov staff will deliver mock template of site with up to five pages of mock content and 5 links to these pages.
- Training on using Adobe Contribute.
- Limited assistance with customizing banners and images.

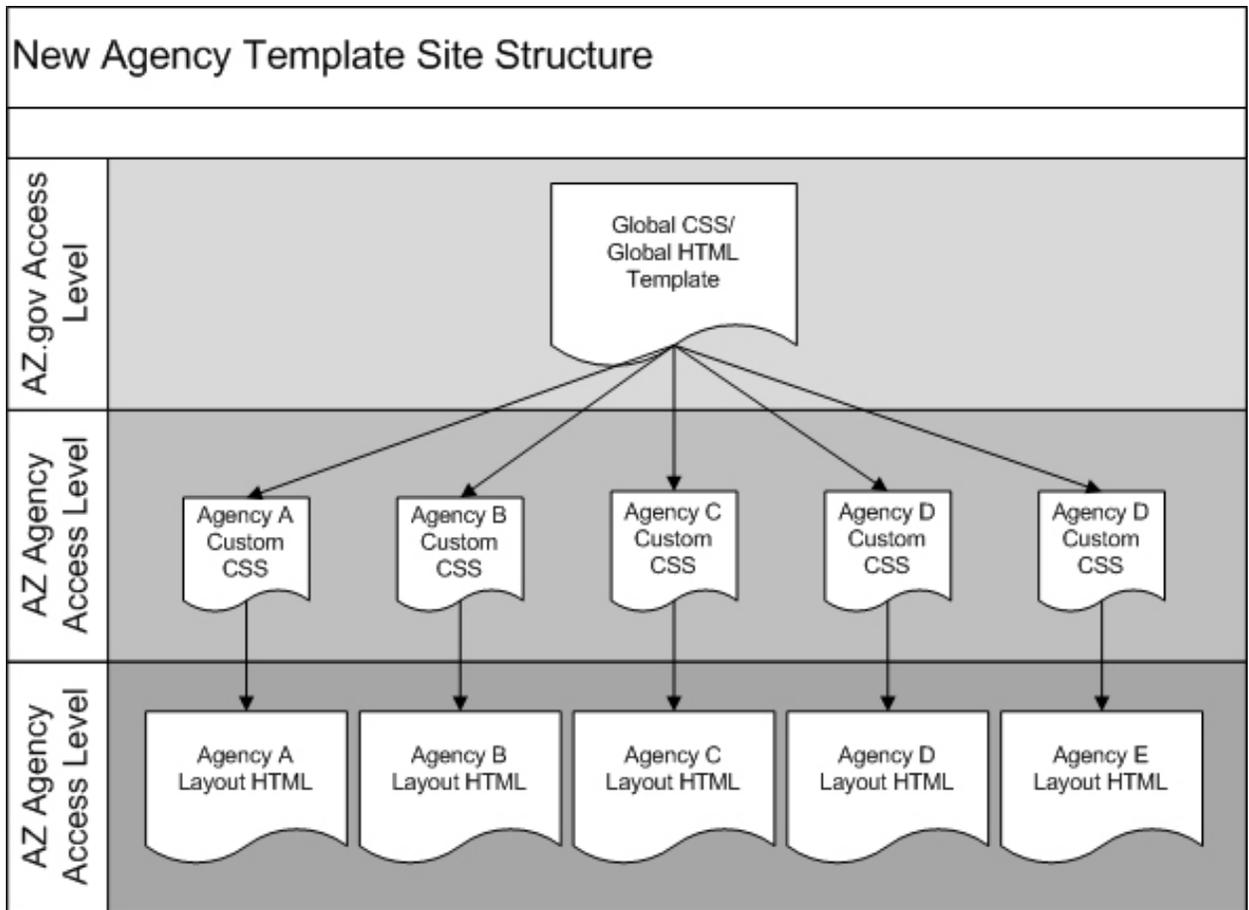
Support will not include:

- ▶ Fixing code in which the user has altered the naming attributes for CSS and HTML relation. If this is case, the user will be required to download the original code from the GITA Web site and begin reintegrating it into their site.
- ▶ Any drastic change to the HTML code other than renaming links or images. If this is case, the user will be required to download the original code from the GITA Web site and begin reintegrating it into their site.
- ▶ Movement of content from previous site to new site.

Advantages	Disadvantages
<ul style="list-style-type: none"> • CMS tool integration. • CMS training provided. • Simple content updates such as newsletters, articles, and employee bios can be maintained by anyone in the office. • IT administrators and Web masters will still have access to use current tools to update site besides the CMS System provided by AZ.gov. • Agency will get system upgrades seamlessly. • Agency will have access to use AZ.gov provided widgets and new features. • If the state decides on a complete redesign of the agency template the agencies will not have to migrate their current sites over again. 	<ul style="list-style-type: none"> • May be problematic for agencies that currently have a highly dynamic content driven site. • Agency will need to manually migrate all their content over from their current site into the new template. • Adobe Contribute user license at \$150 per each required

2.9 THE NEW AGENCY WEB TEMPLATE WILL CONSIST OF FOUR STRUCTURAL ELEMENTS:

1. A Global CSS file that controls the overall layout and positioning of page elements throughout all of the agency portals. Only AZ.gov will have access to this file. Agencies may choose to download their own version of this Global CSS as opposed to linking to the AZ.gov CSS directory.
2. Global Template file that is controlled by the Global CSS file that AZ.gov will use to make updates to templates across all agency portals. Agencies may choose not to use the Global Template file and create their own.
3. A Custom CSS file that agencies may use to make minor changes to their sites such as colors, minor layout, and/or image changes.
4. Layout HTML code for the agencies to use so that they may create or update existing sites to the new Agency Web Template.



3 AZ.gov Agency Widgets

3.1 LIVE HELP WIDGET

AZ.gov offers a Live Help Widget agencies may integrate into their Web sites that will allow the users of their site access to live support via an AZ.gov chat window.

Available: Late October

3.2 CALENDAR WIDGET

AZ.gov will deliver a calendar application that agencies may use to display agency specific calendars on the Web sites. This package will include a small calendar, a full-page calendar, and an admin tool to administer both calendars. The calendar is a database driven application and the database will be hosted by AZ.gov.

Available: January, 2009

3.3 TAB MENU

A small tab menu widget that can be used in the body section of an agencies Web site that will help clean up some of the clutter of there sites and allow room for more content. This is not to be used as a main source of site navigation.

Available: Late October

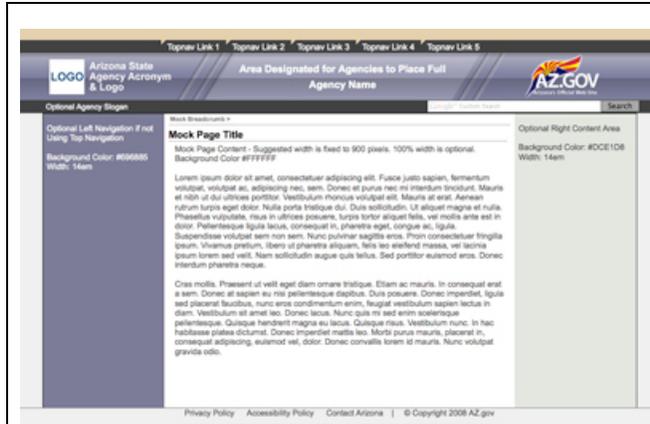
3.4 FLASH SLIDE WIDGET

AZ.gov will provide that agencies with a small Flash Slide widget that they can use to draw a user's attention to recent events or high level content. The agencies are limited to four slides within the Flash Slide Widget.

Available: Mid November

4 Template Color Schemes 1-10

	<p>Template 01</p> <p>Header: #244D7B Width 100%</p> <p>Left Navigation: #0E1826 Width 14em</p> <p>Right Column: # 415777 Width 14 em</p>
	<p>Template 02</p> <p>Header: #082231 Width 100%</p> <p>Left Navigation: #C6C88B Width 14em</p> <p>Right Column: #635F5A Width 14em</p>
	<p>Template 03</p> <p>Header: #898B5A Width 100%</p> <p>Left Navigation: #653A1A Width 14em</p> <p>Right Column: #CAD0AF Width 14em</p>

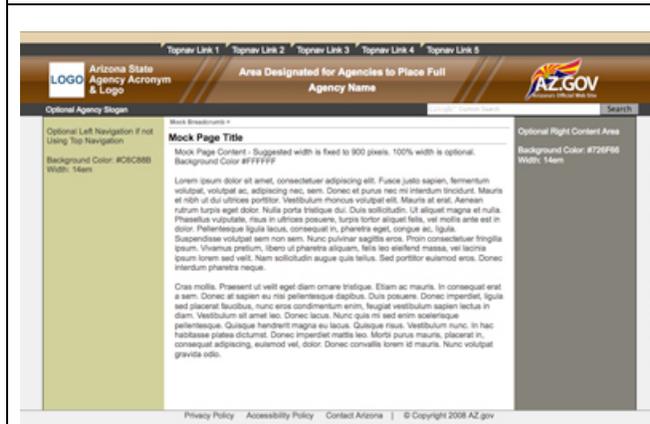


Template 04

Header: #6D6D8E
Width 100%

Left Navigation: #696885
Width 14em

Right Column: #DCE1D8
Width 14em



Template 05

Header: #6A390E
Width 100%

Left Navigation: #C6C88B
Width 14em

Right Column: #726F66
Width 14em

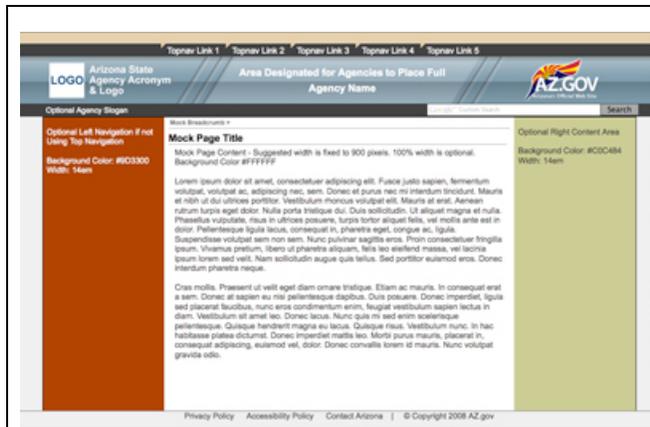


Template 06

Header: #5A4935
Width 100%

Left Navigation: #7C7E64
Width 14em

Right Column: #ADA790
Width 14em



Template 07

Header: #6F8C9E
Width 100%

Left Navigation: #9D3300
Width 14em

Right Column: #C0C484
Width 14em

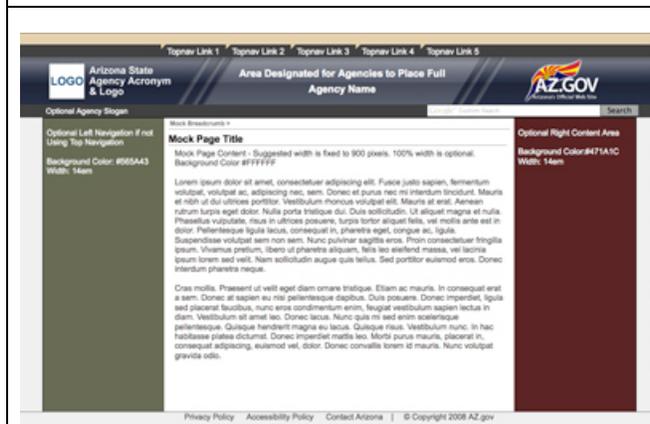


Template 08

Header: #2F404A
Width 100%

Left Navigation: #C4B799
Width 14em

Right Column: #322D28
Width 14em

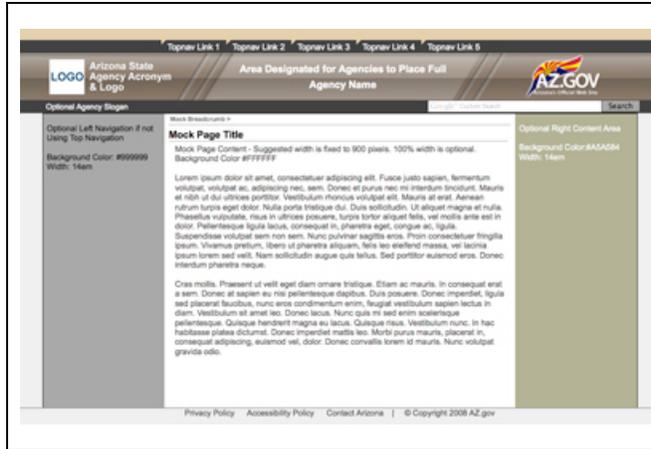


Template 09

Header: #1F2437
Width 100%

Left Navigation: #565A43
Width 14em

Right Column: #471A1C
Width 14em



Template 10

Header: #786859
Width 100%

Left Navigation: #999999
Width 14em

Right Column: #A5A584
Width 14em

5 Minimum Design Standards

5.1 HEADER

<input type="checkbox"/>	Approved header: Must be on every page in agency Web Site. The graphical “forward” slashes must appear on the agency header as shown in the template. Header is 100% width. The content of the header is fixed in the middle at 1024 px. Overall banner height must be set at 8.5 em or 136 pixels. Agency branding: Height = 75px.
<input type="checkbox"/>	Color Palette: Select and use only approved colors from the color palette for the header and navigation as shown in template.
<input type="checkbox"/>	Agency branding: Agency logo (if available), acronym or name must be clearly visible on the left hand side (in region 2). If agency name is not on the left side, it must be centered in the header. Approved font is Arial. Text colors can be black, shades of gray, white or a color from the selected color palette.
<input type="checkbox"/>	Font Style and Color: The Arial font is the only approved font for the agency name in the header, and either black or white text or color from the color palette can be used. Ensure the font is large enough to be easily read and that there is enough contrast.
<input type="checkbox"/>	Images: The middle section may have images of the agencies choosing. Images must be of high quality and not appear fuzzy or pixilated. Consider using professional stock photos where appropriate.
<input type="checkbox"/>	Center of Header: If images are not used, the background color may be from the color palette, or be a slight tint above or below the header color. No other colors may be used for the header.
<input type="checkbox"/>	AZ.GOV Logo: The az.gov logo must appear in the right hand side of the header (region 2). The “alt” text must read “AZ.GOV – Arizona’s Official Website”, and link to http://www.az.gov .
<input type="checkbox"/>	Search Box: Each agency should have a search box on their website. The form appears on the right hand side of the header in the bar under the AZ.GOV logo, (in region 3.)

5.2 NAVIGATION

<input type="checkbox"/>	Top Navigation: (Recommended but optional): If top navigation is desired, the agency must use the approved code for the drop down menu. (If agency code is used for this function, the menu must appear identical). Only one level of sub links may be used. As space permits, up to 7 categories may be used (region 1), with up to 12 sub links for each category. Sub links are limited in length to 24 characters.
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<input type="checkbox"/>	<p>Left Hand Menu: The agency may use their current left hand navigation as long as it is modified to reflect the template design and colors. If a drop down menu is used, it must be accessible if scripts are turned off.</p>
<input type="checkbox"/>	<p>Site Map: It is recommended that agencies develop a site map that is well-organized, and will accommodate the use of top navigation.</p>
<input type="checkbox"/>	<p>Colors: If the agency wishes to use left hand navigation, the agency's current menu may be used if the colors are updated to match the color palette. A boxed format with a light colored line separating the links is the approved design. Only solid colors are approved. Background images, gradients or images (other than solid) are not permitted. The colors used in the top or left hand navigation must be from the template and color palette.</p>

5.3 AGENCY CONTENT AREA

<input type="checkbox"/>	<p>Colors: The colors used in the content area of the agency website should be modified to reflect the use of the chosen color palette. The use of colors in headings and sub headings should be consistent across all pages. Images that do not coordinate may need to be updated to match colors in color palette.</p>
<input type="checkbox"/>	<p>Content Width: Content area may be 100% width or fixed in the center at 1024 pixels. Content should not be justified left if a fixed width is used.</p>
<input type="checkbox"/>	<p>Layout: Use approved az.gov template with 1, 2 or 3 column design.</p>
<input type="checkbox"/>	<p>Organization: Site should be well organized, consistent across all pages and make sense. Review of current site map or developing new one for top navigation is highly recommended but can also be accomplished after initial banner swap is complete.</p>
<input type="checkbox"/>	<p>Accessibility: Each State website must follow the accessibility requirements found in P130 – Web Site Accessibility Policy.</p>
<input type="checkbox"/>	<p>Footer: Each State website must provide a link to their privacy policy and contact information. You may also link to the State’s Website Accessibility Policy. Additional links required by agency may also be placed in the footer.</p>
<input type="checkbox"/>	<p>Contact Information: A link to the contact page must be easy to find. At a minimum, it must always be found in the footer. Contact page must provide users a simple way to email and call the agency or department.</p>

5.4 REVIEW AND APPROVAL

<input type="checkbox"/>	<p>NOI: Each agency must submit a Notice of Intent (NOI) to GITA prior to incurring costs or prior to launching their website. Governor Janet Napolitano directed all agencies to coordinate all web development initiatives through GITA. This directive is intended to ensure that agencies are:</p> <ol style="list-style-type: none">1. Employing cost efficient means in deploying all web-related services,2. Evaluating the services offered through the AAYS Portal,3. Adhering to statewide P350 NOI policy as published and4. Maintaining a consistent look and feel in their website designs.
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5.5 COMPLETION DATE

<input type="checkbox"/>	<p>Each agency must complete minimum standards for web site redesign by April 1, 2009.</p> <ul style="list-style-type: none">• Updated banner• Use of color palette
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